



Disability Advisory Committee Meeting Minutes Notes/Action Items

Tuesday, January 22, 2019

Time: 2:00 P.M. – 3:00 P.M.

Location: Conference Room 510

Sponsor: Nicole Placencia

Team Members in Attendance: Melinda Coy, Carlos Arce, Amanda Ohman, Martina Cruz-Rivas, Ben Metcalf, Doug McCauley

Absent Members: Stephanie Leibforth, Anthony Scott

Time	Topic/Discussions	Notes	Action Items
2:00 - 2:05	Welcome/ Introductions Melinda Coy, Chair	Melinda welcomed everyone.	
2:05 - 2:10	Review and Approve December 18, 2018 Meeting Minutes	Martina motioned to approve minutes Carlos second. A vote was taken. The minutes were approved.	
2:10 - 2:25	Committee Report to HCD Director	Melinda presented the DAC 2019 Goals to the Director. Reviewed and discussed the Resource Survey responses. Top results: <ul style="list-style-type: none">• Stress Relief• Depression and Anxiety• Reasonable Accommodations (Training to be handled through EEO training for supervisory and rank and file. Connect the	Nicole to contact EAP to coordinate possible presentation on stress and also about booth at health fair in May. Nicole to check on DAC funds. Martina to invite Theresa Home Sweet Home. Martina to contact OSHPD about collaborative effort on health fair in May. (Tina

		<p>Dots session and DAC members to refer employees to EEO for assistance with forms.</p> <p>What else can be done to bring awareness and work life balance. What are other departments doing? Coordinating with other agencies such as:</p> <ul style="list-style-type: none"> • DOR-Accessible Documents • Service Animals • Steinburg Commission • Partner with OSHPD on health fair • What can be done instead of approved method of corrective memos with employee who may be experiencing anxiety and spiraling? Do the of opposite of approved corrective memos. • Team to research workplace stress relief methods. <ul style="list-style-type: none"> ○ Mindful meditation ○ Acupuncture ○ Yoga ○ Mind, body awareness ○ Mobile service vendors 	<p>Zepeda, EEO was contacted. She expressed interest on collaboration and was invited to attend next DAC meeting on 2/19. Waiting on reply.</p> <p>Stephanie-February-Did you know- Heart and Stroke</p> <p>Stephanie to find out if Sail Wind area is available.</p> <p>DAC members to research workplace stress</p> <p>Martina contacted Therese Weather-Reyes- (Home Sweet Home) to invite for next meeting. Recommends submitting sponsorship request form for funds a minimum of 30 days prior to event or sooner to ensure sponsorship. She will try and come for 10 to 15 minutes only if possible.</p>
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		<p>(acupuncture, massage)</p> <ul style="list-style-type: none"> ○ Farm to fork ● Nicole met with HR to discuss providing more descriptive information on HR66 on the website so that employees know what the for is. Stephanie is refining disability wording on emergency evacuation procedure binder. ● Remind Managers of Emergency procedures & assistance if needed. ● Emergency floor monitor information needs to be updated. ● Nicole is on the Onboarding Committee and will remind of Emergency Procedure information. ● Next meeting: <ul style="list-style-type: none"> ○ Nailing down agenda ○ Brainstorming ○ Layout for fair concept. 	
2:25 – 2:35	Resources Survey for Activities Planning and Brochure	Brochure brainstorming on mental health.	
2:35 - 2:45	Mental Health Fair Planning	Tabled until next meeting	

2:45 – 2:50	Statewide Disability Advisory Council Report	No SDAC Update last meeting was cancelled. Next meeting scheduled for 1/24/19.	
2:50 – 2:55	Public Comment	No public comment.	
3:00	Adjourn - Next Meeting:	February 19, 2019, 1:00 pm	